



Request for City Council Committee Action
From the Departments of
City Clerk, Public Works and Police: CCP/SAFE

Date May 8, 2003
To Ways and Means/Budget
Referral to Transportation and Public Works

Subject: Block Events

Recommendation:

1. Approve the attached proposal for modification of the Block Event process.
2. Direct staff to develop new procedures and a communication plan informing residents of all changes and encouraging them to hold events in their yards instead of closing streets.

Previous Directives

1. The Police Department through CCP/SAFE has a request before Ways and Means/Budget to waive fees for National Night Out.
2. Council Member Lane and the City Clerk have a request before Transportation and Public Works revising the Block Event ordinance permit process, adjusting insurance requirements and raising fees.

Prepared by	Steve Ristuben, Merry Keefe and the Block Event Team
Approved by	Merry Keefe
Presenters	Assistant City Clerk Steve Ristuben CCP/SAFE Operations Manager John Baumann

Financial Impact

A portion of the revenue from Block Events would be redirected to the Council.

Community Impact

Any change in the Block Event process will require good communication with all residents, businesses and community organizations.

Block Events Revised Proposal May 8, 2003

The following recommendations were developed by participants of the Block Event Team:

- *Council Staff: Candra Edwards, Allan Bernard, Julia Blount, Sarah Goodnough, Gay Noble, Brett Hjelle, Andrea Cannon*
- *City Clerks Office: Merry Keefe and Steve Ristuben*
- *Assistant City Attorney: Mike Norton*
- *Public Works Mike Kennedy, Carol Morgan*
- *Police Department, CCP/SAFE National Night Out: John Baumann*
- *Fire Department: Deputy Chief Deegan*

All of the following issues are combined in these recommendations:

- *National night Out Block Events and the proposed waiver of fees currently before WM/B*
- *Residential and Business District block Events for the rest of the year: Proposed Ordinance changes to be presented in TPW*
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General Recommendation

1. Continue all Residential and Business District Events, with increased fees to cover staffing costs.
2. Modify the application and barricade process.
3. Implement these recommendations as a one-year interim plan. Evaluate the process changes, fee structures and staffing issues before the end of 2003 to determine whether the function should stay as is or be transferred to the new one-stop shop.
4. Set the effective date for the new ordinance as June 15, 2003. Hold acceptance and processing of National Night Out (NNO) events until the effective date.

Residential Events

1. **Staffing:** Move administration and approval of Residential and Business District Block Events to City Council staff. Most of the administrative work involves contact with constituents to clarify information in the request and to resolve issues of Block Event rules and deadlines. Develop written procedures to provide consistency among the wards in administering these permits.
2. **Funding:** If needed, allocate revenue to 0100-240-2414 from Block Event fees to the Council for a part-time staff person to assist with National Night Out permits, and for other Residential and Commercial Block Events.
3. **Filing:** Strongly encourage applicants to file on line but offer a paper option. Applicants would be able to file in person, on line, by facsimile or US mail. Require either on-line payment (subject to what the Business Information Services Department can develop) or receipt of check within 3 days of submission of the on-line application, or receipt of the check with the paper application.

4. **Fees:** Deny the CCP/SAFE request before the Ways and Means Budget Committee to waive all fees for NNO.
Approve a special fee of \$15 for NNO, increasing to \$30 if application is postmarked less than 14 days before the event.

Support the new Residential Block Event fee schedule in the ordinance before the Transportation and Public Works Committee:

35+ days	change from \$15 to \$25
22-34 days	change from \$25 to \$40
15-21 days	change from \$30 to \$60
7-14 days	\$160

Waivers: Deny all waiver requests for applications filed or postmarked less than 7 days before the event, including NNO.

5. **Signatures:** Change the residents' signature requirement to an affidavit by the applicant, stating that the list of residents and addresses on the application have agreed to the event and represent a minimum of 75% of the block.
6. **Approvals:** Change the Council approval process to a communication and review process, thus eliminating the requirement for a Council Member signature on all applications. Council Members receive notification of the event for their review, but their signature is not required.
7. **Barricades:** Change the requirement for wooden barricades. Require official Block Event yellow tape, with permit attached and signage to close the street. Applicant would bring their permit to the local Fire station to pick up their official tape and signs. Applicants would have the option of renting barricades through the private sector.

Business District Events

1. **Staffing:** Move administration and approval to Public Works or the Council.
2. **Approvals:** Chief of Police or designee also approves or denies all Business District Events. Council member receives notification of the event for their review, but their signature is not required.
3. **Fees:** Adopt the new fee schedule

45+days	change from \$100 to \$200
30-44 days	change from \$150 to \$250
29-20 days	\$350
4. **Waivers:** No Council waivers for applications filed or postmarked less than 30 days before the event if the proposed permit would close a state highway, county highway, arterial street, or street on which there is a bus route, or if the application states that wine, intoxicating malt beverages or non-intoxicating malt beverages will be sold.
5. **Requirements:** Increase the insurance requirements

Background/Supporting Information

1. **Events:** In 2002, there were 788 Residential and 24 Commercial Block Events. National Night Out had an additional 320 events which did not request streets to be closed.
2. **Costs:** Total annual cost of block events = \$66,791. Total annual revenue = \$11,420 (\$6,720 residential and \$4,700 commercial)
3. **City Clerk:** Approximate reception desk costs to coordinate Block Events = \$8,850. This does not include Council Office Associate time or other City Clerk time. City Clerk and Council staff reductions = 10.5. The staff positions assigned to coordinate Block Events were eliminated. There is no one else who can spend full time in June and July or part time in April, May, August and September coordinating Block Events.
4. **NNO Staff:** CCP/SAFE had more than half of their staff, 35 of 67 employees, eliminated by budget cuts, saving 2.6 million dollars annually. Without sacrificing remaining duties, they are unable to coordinate the permit process.
5. **Public Works:** A total of 6.1 million dollars was cut from the operating budgets of the Public Works Transportation and Field Services Divisions. These divisions provided administrative permit support and delivery of barricades.
Last year, overtime costs alone for NNO = \$27,000.
Street Department total annual cost for Block Events = \$57,941.
They have less staff and money and do not have the capacity to take on the administration of the permit process. They would have to further divert staff from basic street maintenance, like filling pot holes, in order to deliver barriers.

2002 Block Events

Ward	Total	Shared between 2 wards	Residential	Commercial
1	54	1	50	4
2	18	2	14	4
3	21	3	20	1
4	48	2	48	0
5	29	4	27	2
6	18	2	18	0
7	43	4	40	3
8	52	1	48	4
9	80	0	79	1
10	61	1	61	0
11	102	3	99	3
12	83	0	83	0
13	203	3	201	2
Total Block Events	812	26	788	24
Block Events for NNO	547			
All events for NNO	867			